

215.42

Adjunctive Income Eligibility

Overview

Policy	Federal law requires that applicants certified as eligible for certain other assistance programs are automatically <i>income eligible</i> for the WIC Program. This is referred to as adjunctive income eligibility. Adjunctively income eligible applicants must also found to be at nutritional risk to qualify for the WIC program.
Definition	“Certified as eligible” means that the individual or family unit is eligible for the program although they may not be currently participating in the program. Some households may have incomes exceeding 185 percent of the federal poverty guidelines. However, eligibility for one of the other programs is the determining factor in these households.
Who is adjunctively income eligible?	<p>An applicant is adjunctively income eligible for WIC if the <u>applicant</u> is:</p> <ul style="list-style-type: none">• Certified as eligible to receive benefits from Food Assistance (SNAP), Medicaid, or FIP/TANF;• Presumptively eligible for either FIP/TANF or Medicaid (pending completion of the program’s eligibility process);• An applicant for the Medicaid Home and Community Based Ill and Handicapped Services (HCBS-IH), Mental Retardation (MR), AIDS/HIV, or Brain Injured (BI) waiver program (includes applicants on a waiting list), or• A member of a household with:<ul style="list-style-type: none">• A FIP/TANF recipient <i>or</i>• A pregnant woman or an infant currently on Medicaid. <p><u>Notes:</u></p> <ul style="list-style-type: none">• The Food Assistance Program identifies a head of household to receive benefits for all household members. Therefore, all individuals in that household are income eligible for WIC.• If the only household member currently on Medicaid is a child, <i>only that child</i> is adjunctively income eligible for WIC. This includes the HCBS-IH, MR, AIDS/HIV and BI waiver programs.• The Family Investment Program (FIP) is Iowa’s Temporary Assistance to Needy Families (TANF) program. In the data system, FIP is listed as TANF.

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Adjunctive Income Eligibility, Continued

Record verbal report of income	Sources of income, amounts and time periods must still be recorded for adjunctively income eligible participants. However, verbal declaration of this information is adequate. This should be documented in the data system by selecting “Verbal report” as the proof provided.
Documenting proof	Adjunctively income eligible applicants must provide documentation that they are certified eligible to receive benefits from the specified programs. Proof of documentation provided must be recorded in the WIC data system.
Examples of proof	<p>Acceptable documentation includes:</p> <ul style="list-style-type: none"> • A notice of program eligibility, or • Documentation of residence with the head of the household named for Food Assistance purposes, or • Documentation of residence with a FIP/TANF or Medicaid recipient, or • Notice from Department of Human Services or Child Health Specialty Clinic that application for HCBS-IH, Mental Retardation (MR), AIDS/HIV, or Brain Injured (BI) waiver has been filed, or • Notice from Department of Human Services or Child Health Specialty Clinic that an individual is eligible for HCBS-IH, MR, AIDS/HIV or BI waiver, or • Verification of current Medicaid eligibility in the Iowa Medicaid Portal Application (IMPA) online system. <p><u>Notes:</u></p> <ul style="list-style-type: none"> • Documentation of residence may be a letter, an envelope addressed to the head of the household, or a program eligibility notice or program identification card that shows a head of household address that matches the WIC applicant’s address. • An Iowa Medicaid identification card alone cannot be used as proof of adjunctive eligibility; the eligibility period is not identified on the card. • When a participant’s Medicaid ID number has been documented in the WIC data system, that participant no longer needs to present their Medicaid card for eligibility purposes. However, WIC staff must verify current Medicaid eligibility in IMPA at each certification appointment.
Policy reference	WIC Policy Memorandum #2013-3 Income Eligibility Guidance MPSF:WC-98-13-P Documentation of Food Stamp Program Participation in an EBT Environment

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Adjunctive Income Eligibility, Continued

Documenting proof

The table below describes how to document proof and what to do when applicants do not present proof of adjunctive eligibility.

If the applicant...	Then ...
<ul style="list-style-type: none"> • brings proof OR • Medicaid eligibility has already been verified in IMPA 	<ul style="list-style-type: none"> • record the program(s) conferring adjunctive eligibility, • document the type of proof provided, and • ask for a verbal declaration of income (sources, amount and period), and select “Verbal report” for the proof provided for income.
<ul style="list-style-type: none"> • fails to bring proof (forgot it) OR • presents a Medicaid card AND their Medicaid eligibility cannot be verified while the participant is in the clinic (e.g, Internet server is down) AND the participant has no other proof of income (adjunct income eligibility for another program, pay stubs, etc.) 	<ul style="list-style-type: none"> • record the program(s) conferring adjunctive eligibility and leave the field, “Proof provided,” blank; • ask for a verbal declaration of income (sources, amount and period); • leave the field, “Proof”, blank; • print and complete the “Signed Statement” from the WIC data system; • scan and save the completed “Signed Statement” in the participant record in the WIC data system. • tell participant to bring proof within 30 days in order to continue program participation; and • continue the assessment to determine nutrition risk. • A participant must provide two out of three required documents; identity, income and residency. If the participant is missing proof of adjunct eligibility and identity or residency then the certification may not be completed. <p><u>Notes:</u></p> <ul style="list-style-type: none"> • The missing proof of income field will trigger the option to provisionally certify an applicant when the CPA clicks on the Certify button. Provisional certification results in one month of benefits and an automatic system alert about the need to provide proof of income within 30 days to continue receiving services. Schedule a return appointment in the next month for the applicant to provide proof of income. • If applicable, verify the participant’s Medicaid status in IMPA when Internet access is available. <ul style="list-style-type: none"> ▪ If currently eligible, fulfill provisional eligibility in the WIC data system, issue their next two months of benefits and call the participant to reschedule their next appointment. ▪ If not eligible, call the participant to confirm their scheduled appointment within 30 days and discuss what proof of income to bring to that appointment.

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Overview, Continued

Documenting proof, continued

If the applicant...	Then ...
<ul style="list-style-type: none"> cannot reasonably provide proof of income (e.g., theft, loss, or disaster) 	<ul style="list-style-type: none"> record the program(s) conferring adjunctive eligibility, select “Affidavit” as the proof provided, print and complete the “Signed Statement” from the WIC data system, scan and save the completed “Signed Statement” in the participant record in the WIC data system, and ask for a verbal declaration of income (sources, amount and period), and select “Verbal report” for the proof provided. <p><u>Note:</u> “Affidavit” is the formal name for the print out “Signed Statement” completed by an applicant.</p>

Proration override

At the provisional certification appointment a proration override may be completed to ensure the participant has adequate benefits prior to returning to fulfill proof within 30 days.
